



## **South Dakota Victims' Services Access & Visitation Application Instructions for SFY 2019-20**

### **SOUTH DAKOTA VICTIMS' SERVICES**

#### **Department of Public Safety**

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## Overview

The South Dakota Victim's Services Access and Visitation (AV) Grant Advisory Group is soliciting grant applications for funding to establish and administer programs to support and facilitate non-custodial parent access to and visitation of their children. Program activities must include scholarships for income-eligible families for services such as mediation (voluntary and mandatory), counseling, parenting education, development of parenting plans, and visitation enforcement (including monitoring, supervision, and neutral drop-off and pickup).

All agencies applying for AV grant funds from South Dakota Victims' Services should be sure to read and understand the **Grant Conditions in Appendix A** for information on federal program guidelines that apply to the receipt of these funds.

Complete each question in its entirety, using additional sheets if necessary. **Grant applications must be received by 5:00 pm CDT on April 30, 2018.** Applications should be submitted using Victims' Services grant management system MAVIS.

**Comment [LQ1]:** When are applications due?

For additional information about this AV grant solicitation, please contact:

Stephanie Pierson, Victims' Services Program Manager  
[stephanie.pierson@sd.state.us](mailto:stephanie.pierson@sd.state.us)  
605.773.3109.

### Key Application Dates and Information

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING!**

Applicants should read all of the guidelines included in these instructions and reference the Victims' Services Grantee Guidelines **BEFORE** they prepare their applications. Applicants are expected to understand and abide by all of the requirements included in these instructions. **Failure to follow all of the instructions may result in applicants not being awarded grants.**

### Important Information Webinars

A **Pre-Solicitation webinar** was held for any agencies interested in applying for grants for this State fiscal year. The webinar was conducted and recorded; there is a link available on the South Dakota Victims' Services webpage for anyone who was not able to join the program but would like to hear the presentation or you may contact Victims' Services for more information.

**Comment [LQ2]:** Not sure of the exact location of where this will be posted so tried to leave it semi vague for now.

Additionally, there will be an **Application Process and Instructions webinar** during which Victims' Services staff will cover the information contained in this instruction guide and answer questions about this year's application and award process. The webinar will also cover the completing a sample application within the new MAVIS grant management system. It will be recorded with a link on the Victims' Services webpage for anyone who is not able to join the program but would like to hear the presentation.

## **Awards**

South Dakota Victims' Services will review applications and make award decisions based on established criteria (see Review Process section). Grant awards will be announced in the month of May. Contracts will be established with each awarded agency during the month of May, and must be fully executed by May 31, 2019.

## **MAVIS SYSTEM REGISTRATION AND ACCESS**

All Victims' Services grant applications must be submitted through the Managing Assistance for Victims' Services (MAVIS) site. All documents needed to support the application will be uploaded through MAVIS. Please reference the MAVIS Grantee Manual located at <https://mavis.intelligrants.com> for more information on this process. **Late applications will be ineligible for funding.**

**Comment [LQ3]:** Made this just our website for now.

## **Application Requirements**

Before an application may be initiated in MAVIS, applicants must complete the following:

### **A. Acquire a DUNS (Data Universal Numbering System) Number**

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. Obtaining a DUNS number is free. To obtain a DUNS number or see if your agency already has a DUNS number, call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>.

### **B. Acquire or renew registration with the System for Award Management (SAM) Database**

All grant recipients must be registered in the System for Award Management (SAM) database (formerly Central Contracting Registry, or CCR). The SAM database is a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants need to maintain an active SAM registration throughout the application process and, should a grant be made, throughout the life of the grant award. Registration must be updated annually and can be done online at [www.sam.gov](http://www.sam.gov). There is no fee to register.

### **C. Register as a user of MAVIS**

Beginning in FY19 for the FY20 application, Victims' Service began utilizing an entirely online, paperless application. Agencies must ensure they have registration and users set up in MAVIS prior to being able to access the application.

New agencies interested in applying for funds or those that need additional assistance should contact:

**Stephanie Pierson**, Program Manager  
[Stephanie.Pierson@state.sd.us](mailto:Stephanie.Pierson@state.sd.us)  
605.773.3109

**Laura Quasney**, Program Specialist  
[Laura.Quasney@state.sd.us](mailto:Laura.Quasney@state.sd.us)  
605.773.4317

**D. Log into MAVIS** and available applications will be posted under **View Available Opportunities**. The MAVIS Grantee Training Manual should be referenced for additional step-by-step for completing the application in the MAVIS system.

**E. Documents Needed for Upload in MAVIS**

**1. Funding Source Document**

- a) Using the form provided, list all of the funding sources the agency anticipates receiving specifically to support its victims' services programs and activities during the project period applying for.
- b) If there are additional administrative personnel expenses, this is the point to account for those. It will also be asked if the organization/program has a federally approved Indirect Cost Rate. If not, the default 10% de minimis rate will be applied. If the organization/program does have a federally approved rate, proof of approval documentation should be uploaded.

**2. Required Uploads**

The following items are going to be required to be uploaded within the application of the MAVIS system:

- a) Descriptions of safety screening procedures;
- b) Description of the income eligibility guidelines used for scholarships funded with AV grant funds.

**CERTIFICATION OF SUBMISSION:** As the application will be digitally signed by the Authorized Official within MAVIS, an Approval Document from the Governing Body will need to be uploaded with the submission certifying the Authorized Official has approval to submit the application for funding.

**Application Completion**

The following information is being provided in hopes to create a smooth application process for organizations. The following are brief descriptions of questions that will be asked of your organization/program in regards to the victims' services provided and the necessity of funding to provide those services.

**Attachment A: Application Information Form**

1. Physical address
2. Mailing address
3. Organizational fiscal year
4. Organization type
5. Geographic area served
6. Types of services offered

### **Attachment B: Program Narrative & Funding Request**

Organizations must provide a complete narrative response that answers all of the following questions in this section. **Applications that do not include required additional documentation as noted below will be considered incomplete and will be denied.**

1. Please provide the following information:
  - a) How long the organization has been operating;
  - b) Type of organization;
  - c) Is access and visitation a stand-alone program or part of a larger umbrella of services at the organization? If part of a larger set of services, describe how access and visitation are part of the organization.
  - d) The geographic area in which the organization operates (list specific counties and any partial counties served).
  - e) A description of how your organization incorporates a domestic violence-informed approach to parenting time services. Incorporate a description of current and planned collaborations with domestic violence experts.
  - f) Descriptions of screening procedures.
  - g) A description of income eligibility guidelines used for scholarships funded with AV grant funds.
2. How many of your organization's unduplicated access and visitation clients received full scholarships during the previous grant period?
3. How many of your organizations unduplicated access and visitation clients were billed for any/all of the services they received during the previous grant period? What percentage of the billed services was collected from these clients?
4. Provide a budget for your visitation program that includes total expenditures and total revenues for the previous grant period.
5. Provide a description of current and anticipated funding for your organization's access and visitation services for the previous grant period. Include a list of all funding sources and the dollar amount from each funding source used to support access and visitation services.
6. Provide a description of anticipated needs for your access and visitation services for the next grant period.
7. Describe how your organization will use AV grant funds you are requesting.
8. Describe the source and amount of match your organization will use to meet the 10 percent match required by the AV grant.
9. Describe how your organization will meet the goal of the AV grant – which is to support and facilitate noncustodial parent access to and visitation of their children – and how will you measure your success in meeting the goal.

### **Submission/Certification**

The application can only be submitted by the organization's Authorized Official. The application will contain an electronic signature. This will be accompanied by an uploaded official letter/document that certifies the organization has received approval from the governing body to submit said application.

Once your application has been successfully submitted, you will receive an email from the MAVIS system confirming the submission.

## AV GRANT CONDITIONS

- Federal funds awarded under this grant may be used to pay for 90 percent of the agency's total Access and Visitation program costs. The remaining 10 percent must be "matched" from non-federal sources, either state or local, cash or in-kind. The 10 percent match must be provided in the obligation period in the federal fiscal grant year in which it is due. The match must be provided within this time period, not the liquidation period, which is longer.
- Funds awarded under this grant must be liquidated by **December 31<sup>st</sup> of the awarding grant year**. Any unliquidated obligations must be returned to the federal government. There is no carryover of federal funds under the State Access and Visitation Program.
- As a sub-grantee of a federal grant to South Dakota Victims' Services, and pursuant to 45 CFR 303.109, agencies are required to complete a grant survey for the United States Department of Health and Human Services (DHHS).
- Agencies that receive AV grants from South Dakota Victims' Services must comply with Public Law 103-277, Part C – Environmental Tobacco Smoke (also known as the Pro-Children Act of 1994) – which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by an entity and used routinely or regularly for the provision of healthcare services, day care, and education to children under the age of 18, if the services are funded by federal programs, whether directly or through state and local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment. The above language regarding the requirements of P.L. 103-277 must be included in sub-awards which contain provisions for children's services; all sub-grantees must certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.
- The expenditure of funds under this program is subject to the annual audit requirements under the Single Audit Act of 1984 (P.L. 98-502) and the Office of Management and Budget Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations).
- No agency may participate in this demonstration project in any capacity or be a recipient of federal funds designated for this project if said agency has been debarred or suspended or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 92.35.) Prior to issuing sub-awards or contracts under this grant, the State must consult the ineligible parties list to ensure that organizations under funding consideration are not ineligible. The list is available on the Web at [https://www.sam.gov/portal/SAM/?portal:componentId=8e1441a6-72e4-4ab0-86a8-b0884f22dc78&interactionstate=JBPNs\\_rO0ABXc0ABBfanNmQnJpZGdlVmllD0lKAAAAAQATL2pzZI9mdW5jdGlvbWFsLmpzcAAHX19FT0ZfXw\\*\\*&portal:type=action#1](https://www.sam.gov/portal/SAM/?portal:componentId=8e1441a6-72e4-4ab0-86a8-b0884f22dc78&interactionstate=JBPNs_rO0ABXc0ABBfanNmQnJpZGdlVmllD0lKAAAAAQATL2pzZI9mdW5jdGlvbWFsLmpzcAAHX19FT0ZfXw**&portal:type=action#1)
- Direct federal grants, sub-award funds, or contracts under the South Dakota Victims' Services Access and Visitation Program shall not be used to support inherently religious activities such as religious instruction, worship or proselytization. Therefore, agencies must

take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

- In accordance with provisions of Title V, Subtitle D of Public Law 100-690 (41 USC 701 et. Seq.), the “Drug-Free Workplace Act of 1988,” all sub-grantees must maintain a drug-free workplace, and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taking against employees violating these prohibitions. The agency must notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. (See 2 CFR Part 382)
- Federal grant funds provided under these sub-awards may not be used by the agency or any sub-grantee to support lobbying activities to influence proposed or pending federal or State legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual’s right or that of any organization, to petition Congress, or any other level of government, through the use of other resources. (See 45 CFR Part 93)
- In accordance with the decision in United States v. Windsor (133 S. Ct. 2675, June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. By "same-sex spouses," HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "same-sex marriages," HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "marriage," HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.
- These awards are subject to the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22 USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>
- Awards under these programs are included under the provisions of P.L. 109-282, the “Federal Funds Accountability and Transparency Act of 2006” (FFATA). Under this statute, the State is required to report information regarding executive compensation and all sub-grants, contracts and subcontracts in excess of \$25,000 through the Federal Subaward Reporting System (<https://www.fsrs.gov/>) and in accordance with the terms found in federal regulations at 2 CFR Part 170, including Appendix A. (**NOTE:** This requirement became applicable to all mandatory grant programs July 1, 2011.)



## REVIEW PROCESS

All grant applications will be screened by the Victims' Services Program Manager and Program Specialist for eligibility and completeness. The appropriation of funding is completed by the South Dakota Visitation Grant Advisory Group during an annual meeting. This is completed by a briefing by Victims' Services Program and an option for public testimony from the applications. The Advisory Group then has discussion and makes final award determinations.

South Dakota Victims' Services does not guarantee any agency will continue to receive funding from one year to the next. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by federal or State law.

## FUNDING MATCH REQUIREMENTS

Some of the grant programs offered by South Dakota Victims' Services require that organizations contribute a "match" of resources to the grant-funded activities and services. Allowable match can include cash, or in-kind services and goods, or a combination of both. More detailed information about required match can be found in the Victims' Services Grantee Guidelines.

As organizations develop their funding requests, it is important for them to consider the ability to meet any specific match requirements a grant program may have. A ten percent match is required of receiving the Access and Visitation funding.

### Calculating the Match

To calculate the minimum amount of matching funds needed from grants that require a match, use the following formula.

1. Determine the match amount required (10%).
2. The amount of funding you request from the grant program.
3. Divide the request amount by 100 percent, minus the percent of match required.
4. The result will be the Total Project Cost.
5. Multiply the Total Project Cost by the percentage of match required (e.g., 10%). This will result in the amount of matching funds needed.

### Example: Calculating AV Grant Match

An existing or new organization wants to apply for \$7,000 in AV funding.

- Step 1:  $100\% - 10\%$  (required AV match) = 90%
- Step 2:  $\$7,000$  (requested amount) / 90% =  $\$7,778$  (Total Project Cost)
- Step 3:  $\$7,778$  (Total Project Cost) x 10% (required match) =  $\$777.80$

**\$177.80 is the Match Amount Required for a \$7,000 AV grant funding request.**

## METHOD OF PAYMENT

South Dakota Victims' Services pays awarded grant funds on a reimbursement basis. Requests for payment must be submitted through MAVIS and must include a breakdown of expenses incurred and funds requested. **Please note that South Dakota Victims' Services requires organizations to submit receipts and other evidence that shows the complete breakdown of what the funds will be used to pay for and verify that these are allowable expenses for reimbursement.**

Drawdowns should be submitted monthly. Organizations must submit drawdown requests for the previous month's allowable expenses no later than the 20<sup>th</sup> day of the following month. However, to allow the State time for the closeout of the fiscal year, drawdowns for allowable expenses incurred in May of that grant year, must be submitted no later than June 10<sup>th</sup>. Organizations must expend all awarded funds by the end of the contract period on May 31<sup>st</sup>.

Organizations may use indirect cost rates if they have a federally-approved indirect cost rate. A copy of the rate approval must be uploaded within MAVIS during completion of the application. If the applicant does not have an approved rate, one can be requested by contacting any relevant federal agency; or an agency may elect to charge a de minimis rate of 10 percent of modified total direct costs, as indicated in 2 CFR Part 200.414f. For more information please refer to the South Dakota Victims' Services Grantee Guidelines.

## REPORTING REQUIREMENTS

As noted above, organizations must report their matching funds on a monthly basis. Organizations also are required to track demographic and service information on the clients they serve with funding from South Dakota Victims' Services, and must complete quarterly progress reports in the format specified by each applicable federal grant. Reports are due on July 15, October 15, January 15, and April 15.

An additional survey of all organizations receiving funds is due by October 31<sup>st</sup>.

All organizations that receive funding from South Dakota Victims' Services are required to submit a Year-end Final Financial Report by July 15<sup>th</sup>.

## Appendix I

### GENERAL MATCH GUIDELINES

Most of South Dakota Victims' Services grant programs require agencies that receive funding to "match" that funding with additional dollars or in-kind resources. Matches must be a contribution of non-federal dollars, in-kind services, or a combination of both. Additional information about match requirements can be found in the DOJ Grants Financial Guide ([https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)).

#### **Matching funds requirements as outlined in Federal 2 C.F.R. Part 200, Uniform Guidance and Cost Principles:**

- Verifiable from the recipient's records;
- Necessary and reasonable for proper and efficient accomplishment of the project or program objectives;
- Not paid for by the federal/state government under another award (except where authorized by federal/state statute to be used for cost sharing or matching); and
- Allowable and provided for in the approved budget.

For volunteer or on-call hours being reported, most organizations send a calendar showing the number of hours each day and the individual volunteering. This makes it so a clear number of hours volunteered can be determined. For other direct service activities, the same activity logs that employees complete or something similar will need to be provided. This is due to the fact the hours donated have to be allowable under federal funding as if they were being requested for reimbursement.

Victims' Services has set a \$24.69/hour match rate for individuals who provide volunteer crisis line coverage during non-office hours. This match rate has also been set for those individuals who provide unskilled labor. Administrative duties, as well as time donated for fundraisers **CANNOT** be reported as match. Professional services that are donated free of charge can be reported as match at the rate they would have normally been charged at.

**Comment [LQ4]:** This was increased to the estimated national value of each volunteer hours per <https://independentsector.org/value-of-volunteer-time-2018/>

Discounted or reduction in costs provided shall be valued as the difference between what the organization paid and what the provider's nominal or fair market value is for the good or service (counseling).